



# Non-Merit Job Vacancy Announcement

## **DEM AREA MANAGER**

<b>Pay Grade:</b>	14	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$2,937.20 - \$3,890.90	<b>Work Schedule:</b>	Monday - Friday
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Department Of Military Affairs - Division Of Emergency Management  
**Work Address:** 453 Old Symsonia Road, Benton, KY 42025  
**Work County:** Marshall

### **AGENCY COMMENTS:**

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r ).

Agency prefers candidates that live within a 35 mile radius of the duty station (National Guard Armory in Benton).

### **DESCRIPTION OF JOB DUTIES:**

Provides technical assistance to county officials and emergency personnel in the preparation for, response to and recovery from emergencies; provides guidance and assistance in the development and improvement of local emergency response capabilities; assists local governments in the development of local emergency plans and operating procedures; works with federal, state and local personnel in preparation of Emergency Operations Plans; prepares area program objectives and participates in mock disasters; per KRS, division policy and procedures, responds to, coordinates and manages assets in hazardous materials incidents when necessary or as directed; coordinates state resource needs; maintains situational awareness of the incident and acts as liaison with federal, state and local partners in the response; works closely with local emergency planning committees to maintain awareness of hazardous materials in counties; responds to and when necessary, coordinates search and rescue (SAR) efforts during incidents where life safety issues are present; when necessary, coordinates state resources and provides guidance/assistance to local SAR teams/squads; assists with training SAR teams/squads and aids in the preparation of necessary paperwork for the teams/squads to maintain levels of effectiveness; analyzes training needs; coordinates and manages response activities at the scene of disasters or emergencies including initiation and coordination of evacuations and sheltering, distribution of food and medical supplies, supervision of Disaster Assistance Centers; assists local officials in Emergency Operations Center operations; works closely with federal, state, local and private sector groups with a special emphasis on assessing the validity and value of incident damages following a disaster; prepares reports per agency policy and procedures; maintains awareness of dangers to counties and committees within a given geographic area during severe weather events such as storms, tornadoes and hurricanes; gathers and compiles information at the scene of a disaster or emergency and reports same to the Director, Assistant Director or supervisor; works under hazardous conditions during inclement weather for long hours during emergencies and disasters; reads topographic, aerial and land maps; attends annual hazardous materials, SAR and agency training as directed; other duties as assigned.

**MINIMUM REQUIREMENTS:****EDUCATION:**

Graduate of a college or university with a bachelor's degree.

**EXPERIENCE:**

Must have two years of experience in disaster operations.

Substitute EDUCATION for EXPERIENCE:

None

Substitute EXPERIENCE for EDUCATION:

Administrative experience will substitute for the college education on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license prior to appointment in this classification.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 6/20/2016 )**

[Posted on: 6/10/2016 ]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

\*\*\*\*Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

**Contact Name:** Crystal Simpson

**Contact Method:** 502-607-1541 or  
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL

*ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.*